



City of Sumter

822 West Liberty Street, Sumter, South Carolina * 1-800-688-4748 * 1-803-436-2640 * Jfax: 1-803-436-2652

South H.O.P.E. Center Reservation

The City of Sumter welcomes you to South H.O.P.E. Center. The H.O.P.E. Center is available for you and your party to use the facility. In order to reserve our facility you must agree to the following terms.

General Rules:

- The facility and equipment will be left clean as found.
- Set up and clean up is the responsibility of the leasee.
- **The facility is available for Friday Evenings and Saturday rental only!**
- Papers, food scraps, etc., will not be left in the building or on the grounds.
- All paper, food scraps, etc., must be picked up and left in garbage cans or placed in the dumpster located outside in back of the building.
- If the kitchen area is utilized it will be left clean and free of debris.
- **NO ALCOHOLIC BEVERAGES** allowed on the premises!
- In consideration of others using the building and near by residents, the playing of loud music is prohibited. Live entertainment will not be permitted without prior approval. Groups using amplification must take into consideration the volume used due to surrounding residential areas.
- You may decorate center using tape, ribbon or soft wire. **No tacks, staples or nails allowed.** All candles must be contained, no open flames.
- The rental hours begin and run continuously until the center is completely vacated.
- All events must begin and end promptly and according to the signed reservation agreement.
- The City of Sumter will not be responsible for any property not removed from the premises.
- Any damage or destruction to property or facility determined inexcusable and not normal wear and tear will be charged to the person signing the reservation agreement.
- Remain in the area of the facility that you have reserved. Events taking place solely within the Hope Center must be contained inside the facility. Repeated entering and exiting of the building will not be permitted.
- All underage children must be supervised at all times. Four (4) adult chaperones are required for all events given for teenagers.
- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed. **No ticketed events permitted. The use of City Facility names in promotional material is prohibited without authorization.**
- All or partial lights must stay on at **all times** during the duration of your event.
- **A deposit must be made to secure a date for the event.** If the event is cancelled a two week notice is required and deposit is non-refundable; however, one other date can be chosen within sixty (60) days from date of cancellation. (based on availability)

The Management of the HOPE Center reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 50 guests up to the maximum of 400. The H.O.P.E. Center requires one Security Officer for 50-150 attendees, a second Security Officer is required for bookings with 151-250 attendees and a third Security Officer for bookings that exceed 250 attendees. This is a mandatory requirement for all individuals utilizing the HOPE Centers. The safety/security personnel will be required to be present 30 minutes before the building is open to the public until at least 30 minutes after the program is completed. The safety/security personnel must be off-duty uniformed Sumter Police Officers. Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force. I understand the requirement to have Sumter off-duty police officers to act as safety/security personnel during the lease period. ***I understand that if I have not secured an off-duty uniformed officer then the HOPE Center will refuse entry of additional patrons above the scheduled number in the party.*** (Pay Rate: \$15 per Officer, per hour)

SIGNED _____ DATE _____ (Person responsible for use)

RENTAL APPLICATION

(South HOPE Center)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ *Event Date Requested:* _____

Name of Organization: _____

Organization Day Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Day Phone: _____ *Night Phone:* _____

Name of Party Responsible for Payment (if same as above, please write same): _____

Name: _____

Address: _____

Phone: _____

Type of Event/Program: _____

Event Coordinator: _____

Number of people: _____

Any guests in excess of the number stated on the signed contract may result in immediate termination of the event and forfeiture of the security deposit. _____ (initials)

Give Purpose of Use: (Full Details):

FEE SCHEDULE:

Friday Evening (7pm-12am)

Saturday (8am-12am):

Multipurpose Room -- 25 people \$25.00 per hour

Gymnasium \$50.00 per hour

Deposit \$100.00

REQUEST FOR RESERVATION

____ Multipurpose Room \$25.00 per hour + 100.00
____ hours @ \$25.00 per hour \$ _____

____ Gymnasium \$50.00 per hour + \$100.00
____ hours @ \$50.00 per hour \$ _____

____ Use of kitchen _____ Sound System

____ Front Lobby _____ Relocation of Tables/Setting

____ Use stage _____ Live Entertainment

Event Hours of Rental

Setup Time Begins

Security officer(s) arrive(s) 30 minute prior

Event Begins

Cleanup Time Ends

Security officer(s) depart(s) 30 minutes following

Total cost for this reservation: \$ _____

Payment due date: _____

A Deposit of \$100 is required for all events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event or subject to cancellation. Payment must be cash or credit if scheduling and paying for an event in less than two weeks of event date. Make checks payable to: City of Sumter

Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be cash or credit and will include the returned check fee.

Equipment Available
57 Long Banquet Tables
324 Chairs

(South HOPE Center)

FINAL REQUEST FOR RESERVATION

I have read the conditions for the use of the South HOPE Center and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

(Print Name)

Signature

Date _____

For Office Use and Refund Approvals:

Deposit:

Check#:

Credit Card#:

Exp. Date:

Vin #:

Deposit Paid By:

Payment Paid By:

Balance Due:

Total Paid:

Deposit Received:

Rental Fee Received:

Deposit: 251-0000-228.46-11

Rent: 251-0000-364.46-11

The South H.O.P.E. Center has been inspected and deposit may be refunded.

Event date:

Signature

Date

The South H.O.P.E. Center has been inspected and conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Event date:

Signature

Date _____

Event Information for Refunds

Name for Check to be made out to:

(Print all information)

Address:

(Print all information)